

**SUFFOLK COUNTY GOVERNMENT
OPPORTUNITIES IN
OFFICE SERVICES
AND
ENTRY LEVEL POSITIONS**

If you are looking for a challenging position with a diversified organization, the opportunity for progressive professional development, an excellent salary and full fringe benefits, you will be interested in employment possibilities with Suffolk County.

As one of the largest employers on Long Island, Suffolk County Government employs approximately 10,000 people in 800 job titles in 25 departments. If you would like to use your abilities and get involved with the important work of providing service for the expanding Suffolk community, County Civil Service may be for you.

Listed on the following pages are County job titles relating to Office Services and other basic entry positions. A brief description of duties and requirements is included so that you can apply for positions for which you are best suited. Application procedures are included at the end of the booklet for your information. Suffolk County residency is not required for taking examinations; however, preference may be given to County residents upon appointment and those hired are required to live in Suffolk County.

THE JOB DESCRIPTIONS AND MINIMUM QUALIFICATIONS LISTED IN THIS BOOKLET ARE FOR THE PURPOSE OF GENERAL INFORMATION AND DO NOT CONSTITUTE THE TOTAL DUTIES OF ANY ONE JOB, OR ALL THE QUALIFICATIONS WHICH MAY BE REQUIRED FOR A POSITION.

THIS BOOKLET IS SUBJECT TO CHANGE WITHOUT NOTICE

SUFFOLK COUNTY IS
AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER
MINORITIES, WOMEN, VETERANS AND
DISABLED PERSONS ARE ENCOURAGED TO APPLY.

OFFICE SERVICES

ACCOUNT CLERK

Performs routine bookkeeping operations of posting and balancing journals, ledgers and other accounting records. Checks vouchers, prepares financial and statistical reports and maintains a variety of other financial records and statements.

MINIMUM QUALIFICATIONS: Two (2) years of experience in computing and registering data in financial records, accounts or journals; or two (2) years of clerical experience and six (6) credits in accounting from an accredited college.

NOTE: Additional college education, including at least three (3) credits in accounting per year, may be substituted for experience on a year-for-year basis.

SALARY GRADE: 11

ACCOUNT CLERK-TYPIST

Performs same duties as Account Clerk plus typing.

MINIMUM QUALIFICATIONS: As set forth above plus the ability to type 35 words per minute.

SALARY GRADE: 11

ACCOUNT CLERK-STENOGRAPHER

Performs same duties as Account Clerk with the addition of typing and stenography.

MINIMUM QUALIFICATIONS: As set forth for Account Clerk plus the ability to type 35 words per minute and take shorthand at 80 words per minute.

SALARY GRADE: 11

CASHIER

Receives payments, issues receipts, deposits cash and checks, and maintains routine financial records. May operate related office machines and provides information on services provided.

MINIMUM QUALIFICATIONS: None

SALARY GRADE: 8

CLERK

Does routine work involving the performance of standardized clerical procedures. May receive and screen applications; sort, index and file documents, reports or correspondence; or open, sort and distribute mail.

MINIMUM QUALIFICATIONS: None

SALARY GRADE: 9

CLERK (SPANISH SPEAKING)

Does routine work involving the performance of standardized clerical procedures. May receive and screen applications; sort index and file documents, reports or correspondence or open, sort and distribute mail. Is also responsible for communicating departmental policies and procedures to Spanish-speaking persons in Spanish.

MINIMUM QUALIFICATIONS: None

SALARY GRADE: 9

CLERK-TYPIST

Performs typing, word processing, and clerical work which follows well-established procedures. Work is similar to that of clerk with the addition of typing reports, statements and letters. Some clerk-typists may operate a small switchboard and act as a receptionist.

MINIMUM QUALIFICATIONS: Ability to type 35 words per minute.

SALARY GRADE: 9

CLERK-TYPIST (SPANISH SPEAKING)

Performs typing, word processing, and clerical work which follows well-established procedures. Work is similar to that of clerk with the addition of typing reports, statements and letters. Some clerk-typists may operate a small switchboard and act as a receptionist.

MINIMUM QUALIFICATIONS: Ability to type 35 words per minute. Must be proficient in the Spanish language

SALARY GRADE: 9

LEGAL STENOGRAPHER

Takes and transcribes dictation involving legal terminology. Prepares routine legal forms, verifies accuracy, handles calls regarding meetings and adjournments, operates office machinery and performs related clerical duties.

MINIMUM QUALIFICATIONS: High school diploma plus one year of experience in the taking and transcribing of legal dictation. Additional education in legal secretarial science may be substituted for experience on a year-for-year basis.

SALARY GRADE: 11

MAIL CLERK

Performs duties connected with mail distribution. Work involves sorting and delivering mail and internal communication.

MINIMUM QUALIFICATIONS: None.

SALARY GRADE: 6

MEDICAL RECORDS CLERK

Performs specialized clerical work with some technical responsibility in the classification and maintenance of medical case history files and the compilation of related statistical reports. Receives and reviews medical records, codes by diagnosis, and maintains records.

MINIMUM QUALIFICATIONS: High school diploma and two years of medical clerical experience; additional education may be substituted for experience on a year-for-year basis.

SALARY GRADE: 11

POLICE OPERATIONS AIDE

Performs specialized varied supportive clerical duties in a police precinct or headquarters or is assigned to the teletype unit to code, compose and transmit or receive messages.

MINIMUM QUALIFICATIONS: Two years of clerical experience. Education beyond high school may be substituted for experience on a year-for-year basis. May be required to possess a New York State driver's license.

NECESSARY SPECIAL REQUIREMENT: May be required to possess a valid New York State driver's license. May be required to obtain New York State police information network certification.

SALARY GRADE: 11

REAL PROPERTY RECORDER I

Performs technical and clerical work in processing property transfer information including researching discrepancies and updating files, assigns tax numbers and initiates map revisions. Also operates CRT terminal and answers telephone inquiries.

MINIMUM QUALIFICATIONS: One year of clerical experience in a tax mapping, property transfer, appraisal, assessing, real estate, real property, real estate law or real property law function.

SALARY GRADE: 8

DATA ENTRY OPERATOR

Operates a data entry machine that converts source information to punch cards or magnetic impulses on tapes or disks, verifies accuracy of entered data, performs routine coding, maintains records and may operate other office machinery.

MINIMUM QUALIFICATIONS: There are no minimum education or experience requirements for this job. Requires proficiency operating a data entry keyboard.

SALARY GRADE: 9

DATA PROCESSING EQUIPMENT OPERATOR

Performs technical work involving the processing of data from different sources by operating a variety of peripheral equipment such as personal computers and other computer related equipment.

MINIMUM QUALIFICATIONS: High school diploma and one year of experience operating peripheral data processing equipment. Additional experience may be substituted for education.

SALARY GRADE: 10

COMPUTER OPERATOR I

Operates data processing equipment associated with a computer system such as tape and disk drives and printers. Runs programs through computer in accordance with recognized procedures and maintains operating records. Assists in monitoring the console.

MINIMUM QUALIFICATIONS: High school diploma, and either six months of experience in the operation of medium or large scale computer systems, or completion of a course in computer operations including at least 300 hours of instruction; additional experience may be substituted for high school education on a year-for-year basis.

SALARY GRADE: 13

MATERIEL CONTROL CLERK I

Performs clerical and manual tasks in receiving, labeling, sorting, storing and transporting a variety of supplies, equipment and mail. May require heavy lifting and use of handcarts and dollies.

MINIMUM QUALIFICATIONS: None.

NECESSARY SPECIAL REQUIREMENT: May be required to possess a valid New York State driver's license.

SALARY GRADE: 5

MATERIEL CONTROL CLERK II

Performs moderately complex recordkeeping and manual tasks. May work independently or act as lead worker in a larger facility. Fills requisitions, loads supplies, conducts inventories and maintains records.

MINIMUM QUALIFICATIONS: High school diploma and two years of clerical, mail processing, inventory control and/or storekeeping experience, or associate's degree or satisfactory equivalent combination.

NECESSARY SPECIAL REQUIREMENT: May be required to possess a valid New York State driver's license.

SALARY GRADE: 9

EMERGENCY COMPLAINT OPERATOR

Answers 911 emergency calls, ascertains essential information and relays messages through a computer-aided dispatch system.

MINIMUM QUALIFICATIONS: High school diploma.

NECESSARY SPECIAL REQUIREMENT: Must be free of any speech or hearing defects.

SALARY GRADE: 13

EMERGENCY COMPLAINT OPERATOR (SPANISH SPEAKING)

Answers 911 emergency calls, ascertains essential information and relays messages through a computer-aided dispatch system. Is available for calls from the Spanish-speaking public.

MINIMUM QUALIFICATIONS: High school diploma. Must be proficient in both the English and Spanish languages.

NECESSARY SPECIAL REQUIREMENT: Must be free of any speech or hearing defects.

SALARY GRADE: 13

SWITCHBOARD OPERATOR

Answers incoming calls and relays them to proper extensions. Operates a single-position switchboard or shares operation of a larger switchboard. Places long distance calls, answers routine questions and keeps records.

MINIMUM QUALIFICATIONS: None

SALARY GRADE: 9

RELATED

AUTOMOTIVE PARTS CLERK

Receives, stores and issues automotive parts and tools, maintains inventory records and inspects items received for conformance to purchase orders and specifications.

MINIMUM QUALIFICATIONS: High school diploma and two years of experience in automotive parts storekeeping. One year of experience in automotive repair or a post high school course in auto mechanics can be substituted for one year of experience.

NECESSARY SPECIAL REQUIREMENT: Ability to lift and stack items weighing 50 pounds and possession of a valid New York State driver's license.

SALARY GRADE: 9

DUPLICATING MACHINE OPERATOR II

Performs technical and specialized work in the preparation of printing plates and operation of offset duplicating machinery. Maintains machinery and may operate auxiliary machines and high speed printers.

MINIMUM QUALIFICATIONS: One year of experience in the operation of offset duplicating equipment or one year of vocational training in offset printing.

SALARY GRADE: 12

MICROGRAPHICS OPERATOR

Operates simple microfilm equipment, such as rotary or planetary cameras, to reproduce and/or reduce copies of official records and legal documents. May also perform a variety of clerical tasks.

MINIMUM QUALIFICATIONS: None.

SALARY GRADE: 6

MICROGRAPHICS TECHNICIAN

Operates and maintains equipment used to produce microfilm records. Prepares documents, mixes chemicals, and makes quality control checks on the film.

MINIMUM QUALIFICATIONS: High school diploma and three years of experience in the operation of micrographic equipment. One year of college education may be substituted for one year of experience.

SALARY GRADE: 14

PHOTOCOPY MACHINE OPERATOR

Operates photocopy machine for reproduction, enlargement or reduction of official records and legal documents; collates materials, keeps records, maintains inventory and may perform other clerical duties.

MINIMUM QUALIFICATIONS: None

SALARY GRADE: 8

EMERGENCY SERVICES DISPATCHER I

Receives telephone and radio requests for emergency medical, fire and rescue assistance and dispatches the appropriate personnel and equipment; coordinates activity with related service providers and maintains logs and records.

MINIMUM QUALIFICATIONS: High school diploma.

NECESSARY SPECIAL REQUIREMENT: Candidates must possess at the time of appointment an Emergency Medical Technician Certificate issued by the New York State Department of Health. Candidates must be free of any speech or hearing defect which would impair their functioning in this position.

SALARY GRADE: 15

PUBLIC SAFETY DISPATCHER I

Operates a two-way radio communication system to dispatch mobile public safety and rescue units to calls for assistance. May operate a telephone switchboard or computer terminal and maintains logs and clerical records regarding office activities.

MINIMUM QUALIFICATIONS: High school diploma. Experience in dispatching emergency vehicles may be substituted for education on a year-for-year basis.

NECESSARY SPECIAL REQUIREMENT: Must be free of any speech, vision or hearing defects.

SALARY GRADE: 15

RADIO OPERATOR

Operates the central radio of a one-way communications system in receiving, sending and monitoring messages; keeps routine daily records of activities.

MINIMUM QUALIFICATIONS: High school diploma. Experience in the operation of the central radio in a two-way communications system may be substituted for education on a year-for-year basis.

SALARY GRADE: 12

ENTRY LEVEL OPPORTUNITIES

SECURITY GUARD

Provides protection and security services in a public facility. Maintains order, intervenes in the event of disturbances, assists in crowd control and handles emergencies.

MINIMUM QUALIFICATIONS: High school diploma. May require possession of a New York State driver's license.

SALARY GRADE: 13

CAMPUS SECURITY GUARD

Patrols the grounds and buildings of a college campus to prevent trespassing and property damage and to maintain public order. Also directs traffic and assists visitors.

MINIMUM QUALIFICATIONS: Possession and maintenance of a valid New York State driver's license. Upon appointment, candidates must apply for registration as a guard with the NYS Dept. of State, Division of Licensing Services.

SALARY GRADE: 11

LAW ENFORCEMENT

Entry positions available in the field of law enforcement which do not require previous experience may be found in the booklet on careers in criminal justice and law enforcement.

ENGINEERING AIDE

Performs elementary work on engineering projects assisting on a survey crew, in the inspection of construction projects and in the testing of construction materials. May also trace maps or engineering drawings and maintain records.

MINIMUM QUALIFICATIONS: High school diploma.

SALARY GRADE: 12

DRAFTER I

Performs technical drafting work preparing plans, maps and illustrative materials. Prepares clear, complete working plans and detailed drawings from sketches or notes for engineering projects.

MINIMUM QUALIFICATIONS: None. The individual must demonstrate an acceptable degree of proficiency in drafting.

SALARY GRADE: 14

ARCHITECTURAL DRAFTER I

Assists in preparation of drawings for architectural projects, including floor plans, elevations and detail drawings.

MINIMUM QUALIFICATIONS: None. The individual must demonstrate an acceptable degree of proficiency in architectural drafting.

SALARY GRADE: 14

AUDIO VISUAL AIDE

Servises, maintains and operates a variety of audio-visual components such as film projectors, tape recorders and television receivers. Performs minor preventative maintenance, duplicates tapes, prepares transparencies and repairs films.

MINIMUM QUALIFICATIONS: One year of experience in operating and maintaining audio-visual or electrical equipment, or one year of relevant vocational education, or satisfactory equivalent combination.

SALARY GRADE: 7

LABORATORY AIDE

Performs a variety of limited technical duties in a laboratory. Duties include preparing bacteriological media, readying tissue specimens for microscopic examination, staining tissues, mounting and labeling slides, and cleaning and caring for laboratory equipment.

MINIMUM QUALIFICATIONS: High school diploma.

SALARY GRADE: 6

MEDICAL ASSISTANT

Assists physicians in conducting medical examinations of patients in a health care clinic setting.

MINIMUM QUALIFICATIONS: One year of experience involving assisting with medical treatment or the examination of patients.

SALARY GRADE: 9

FAMILY PLANNING AIDE

Assists medical and nursing personnel in family planning clinic operations and in instructing patients concerning the different methods of birth control. Acts as clinic receptionist, interviews patients and assists in readying them for examination.

MINIMUM QUALIFICATIONS: High school diploma and one year of experience working in a public contact position within a health related field.

NECESSARY SPECIAL REQUIREMENT: New York State driver's license.

SALARY GRADE: 8

PUBLIC HEALTH AIDE

Performs work of a para-professional nature in assisting nursing personnel in a health clinic setting. Duties encompass many facets of patient care including scheduling appointments, taking temperature and blood pressure, and entering pertinent data into patient medical records.

MINIMUM QUALIFICATIONS: None.

SALARY GRADE: 6

COMMUNITY SERVICE WORKER

Performs sub-professional duties assisting social and community workers in the implementation and delivery of agency programs and services. Provides information to individuals or groups concerning public/private agencies, assists applicants in filling out forms for services, and makes routine field visits to gather information on applicant eligibility.

MINIMUM QUALIFICATIONS: High school and one year of experience in a position involving substantial client contact in a public or private service agency.

NECESSARY SPECIAL REQUIREMENT: Must possess a valid New York State driver's license.

SALARY GRADE: 12

COMMUNITY SERVICE WORKER (SPANISH SPEAKING)

Performs sub-professional, supportive duties necessary for the delivery of social or community services.

MINIMUM QUALIFICATIONS: High school and one year of experience in a position involving substantial client contact in a public or private service agency. All candidates must be proficient in the Spanish language.

NECESSARY SPECIAL REQUIREMENT: Must possess a valid New York State driver's license.

SALARY GRADE: 12

EVIDENCE CONTROL CLERK

Receives, catalogues, stores and safeguards evidence. Enters inventory control data, releases evidence to authorized personnel, may transport evidence and testify to identify inventoried items.

MINIMUM QUALIFICATIONS: Three years of experience in inventory control, stock-keeping or clerical work. Education may be substituted for experience.

NECESSARY SPECIAL REQUIREMENT: May be required to possess a valid New York State driver's license.

SALARY GRADE: 12

ENTRY OPPORTUNITIES REQUIRING NO EXAMINATION

***COURIER**

Transports significant amounts of cash or checks for deposit to banks or transports hazardous substances. Responsible for various other deliveries, clerical tasks, and routine vehicle maintenance.

MINIMUM QUALIFICATIONS: Two years of driving experience as a messenger or courier.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

SALARY GRADE: 12

***HOMEMAKER**

Performs normal household duties in homes where illness, absence or incapacity of the parent seriously threatens the unity and well-being of the family. Supervises and gives physical care to the children of the home and confers periodically with social workers about specific objectives for the family situation.

MINIMUM QUALIFICATIONS: Ability to read and write and homemaking experience which would indicate ability to do the work.

NECESSARY SPECIAL REQUIREMENT: Valid New York State driver's license.

SALARY GRADE: 10

***HOME HEALTH AIDE**

Assists public health nurses in providing more comprehensive care to the ill and the aged of the County in their homes. Duties include assisting the patient in maintaining personal hygiene, light shopping and homemaking tasks.

MINIMUM QUALIFICATIONS: Must have a valid New York State driver's license.

SALARY GRADE: 8

***COMMUNITY SERVICE AIDE**

Participates in a community service program providing effective services and assistance to community residents. Advises project area residents of employment opportunities, health services and counseling services that are available to the local community.

MINIMUM QUALIFICATIONS: None. May be required to possess a valid New York State driver's license.

SALARY GRADE: 5

****NEIGHBORHOOD AIDE**

Assists in providing services and information to a specific group of people. Involves considerable contact with recipients of service.

MINIMUM QUALIFICATIONS: High school diploma and one year of experience in community or social service work or a combination of relevant education and experience.

SALARY GRADE: 13

*****CUSTODIAL WORKER I**

Performs moderately heavy, manual work cleaning buildings. May also perform minor maintenance tasks.

MINIMUM QUALIFICATIONS: None.

SALARY GRADE: 8

***NURSES AIDE**

Performs routine assignments in patient care not requiring the services of a practical or professional nurse. Varied duties include assisting in the monitoring of patients' progress and assisting patients with personal care needs.

MINIMUM QUALIFICATIONS: Completion of six school grades.

NECESSARY SPECIAL REQUIREMENT: Must be listed in the New York State RHCF Nurse Aide Registry.

SALARY GRADE: 9

***SENIOR CITIZEN AIDE**

Provides services to senior citizens and the community, makes referrals to organizations providing services, secures appropriate information, counsels senior citizens regarding employment opportunities, health and social services.

MINIMUM QUALIFICATIONS: Ability to read and write.

SALARY GRADE: 4

****GUARD**

Stands watch or patrols a specific area to safeguard grounds, buildings and equipment against fire, theft and other hazards. Makes security checks and directs parking.

MINIMUM QUALIFICATIONS: None. May require possession of a valid New York State driver's license.

SALARY GRADE: 8

****LABORER**

Performs a variety of light or heavy manual activities involving the use of hand and power tools.

MINIMUM QUALIFICATIONS: None.

SALARY GRADE: 8

****DRIVER/MESSENGER**

Operates an automobile or small truck to chauffeur personnel or to collect and deliver messages, records and material.

MINIMUM QUALIFICATIONS: Possession and maintenance of a valid New York State driver's license.

SALARY GRADE: 8

***LAUNDRY WORKER**

Operates laundry machinery and equipment and performs related tasks, such as, sorting and ironing linens; makes minor adjustments to machinery.

MINIMUM QUALIFICATIONS: None.

SALARY GRADE: 6

***FOOD SERVICE WORKER**

Assists in food preparation, sets up and serves food, clears tables, loads and runs dishwasher, and cleans up kitchen and dining area.

MINIMUM QUALIFICATIONS: Ability to read and write.

SALARY GRADE: 7

****AUTOMOTIVE MECHANIC I**

Performs minor maintenance and servicing work on a variety of automotive vehicles and auxiliary equipment. Replenishes gasoline and oil, changes filters, drains crankcase, lubricates transmissions, repairs flats, washes automobiles and may inspect vehicles.

MINIMUM QUALIFICATIONS: One year of experience in minor repairs and preventative maintenance on automotive equipment, or one year of vocational education in automotive mechanics or satisfactory equivalent.

NECESSARY SPECIAL REQUIREMENT: Possession of a license issued by the Department of Motor Vehicles appropriate to the type of vehicle to be operated.

SALARY GRADE: 9

****WASTEWATER TREATMENT PLANT HELPER**

Assists in a variety of unskilled or semi-skilled manual tasks. Cleans manholes, tanks and other equipment, maintains sewers and pumping stations, reads meters and instruments, and assists in assembling machinery and in the operation of sewer maintenance vehicles.

MINIMUM QUALIFICATIONS: None.

SALARY GRADE: 9

*Opportunities exist in the Departments of Health and/or Social Services. Please apply directly to the hiring department.

**Apply directly to the County department in which you wish to work.

***Apply to the Department of Public Works.

APPLICATION PROCEDURES

The Civil Service Department has an "open-filing" policy which allows applicants to file for any job title they may be interested in, whether or not an examination is currently scheduled; applications are then held on file and candidates are notified when the examination for the title is scheduled.

Announcements publicizing upcoming examinations for which you may file an application are posted in the Hauppauge Office of the Suffolk County Department of Civil Service and at our Riverhead Information Center at the County Center in Riverhead. Announcements are also mailed to Suffolk County public libraries and local branches of the New York State Employment Service, as well as all jurisdictions under the aegis of the Suffolk County Department of Civil Service (i.e., the main office of each town, village, school district, etc.) It is suggested that you check these locations periodically to learn what examinations are being held. Specific examinations are announced and held for each title. The examinations are scheduled on a specific date and applications must be submitted to the Civil Service Department before the last filing date indicated on the announcement. Applicants must complete an application for employment (Form CS-205A and CS-205B) for each examination for which they are applying. Payment of a \$25 fee per application is required for most competitive examinations. Applications for these periodically scheduled examinations must be postmarked by midnight of the last filing date. You will be notified by mail approximately ten days before the examination date as to your eligibility and the exact location and time of the test.

The passing score for each examination is 70 and eligible lists of passing candidates are established for a minimum period of one year, up to a maximum period of four years, pursuant to New York State Civil Service Law. The number of positions available, location of positions and other aspects of employment may vary and, as such, effect the length of time an eligible list remains in existence. An eligible candidate on the list may be permanently appointed to a vacancy during the time the list is in existence.

If you have had additional voluntary or paid experience or further education in your field, you may qualify for additional positions in these and other occupational categories. Information on the full range of opportunities available in Civil Service can be obtained by visiting the Suffolk County Civil Service office which is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Other information booklets are also available and are very helpful in explaining how to properly complete a Civil Service application form, the meaning of provisional status, veterans credits, etc. The Department's Information Unit is on call to answer many of the commonly asked questions pertaining to the Civil Service process and employment in the civil service system. We look forward to serving you.

Suffolk County Department of Civil Service
725 Veterans Memorial Highway, P.O. Box 6100
Hauppauge, NY 11788-0099
Tel. No. (631) 853-5500

AN EQUAL OPPORTUNITY EMPLOYER

SUFFOLK COUNTY FRINGE BENEFITS

VACATION

2 weeks paid vacation during the first year

HOLIDAYS

12 per year

LEAVE WITH PAY

4 personal days per year

SICK LEAVE

13 days per year

HEALTH AND DENTAL INSURANCE

OPTICAL AND PRESCRIPTION DRUG PLANS

BLOOD PROGRAM

DISABILITY AND LIFE INSURANCE

LEGAL SERVICES FUND

NEW YORK STATE EMPLOYEES

RETIREMENT SYSTEM COVERAGE

DEFERRED COMPENSATION PLAN

TUITION REIMBURSEMENT

Available after 1 year of service

Department of Civil Service
Building #158, North Complex
725 Veterans Memorial Highway
Smithtown, NY 11787-0099

